TREASURY NEWSLETTER

☞ Volume 1/93 January 1993

1992 IN REVIEW

For the Treasury Department, 1992 involved everything from a new Financial Information System to establishing communications networks (Travel Report, Treasury Newsletter, Open House etc.). It also saw its first C.U.F.S. fiscal year-end come to a close with relative ease.

1993 OUTLOOK

We all look forward to an exciting New Year and wish all the best for 1993 to the entire University community. Recently we discovered that many University employees were unaware of what Treasury does or who works in the department. As we move into 1993, we will inform the University community, via this Newsletter, of who works in Treasury and which unit within the department can best serve your specific needs. To better assist you in this endeavour, we have attached some organizational charts listing names and telephone numbers of employees working in each area.

MISSION STATEMENT IN BRIEF

The mission of Treasury is to assist all Concordia employees in obtaining, managing and protecting the financial resources available to them and to provide the best comprehensive and timely financial reporting. We are committed to helping managers make the most efficient use of the financial resources available to them and provide a transparent, open financial environment thus promoting good financial responsibility and accountability. We hope to achieve success in our mission by monitoring all transactions and providing the University and its managers with the systems and tools they require to better control their resources.

FORMAT OF NEWSLETTER

The Newsletter will be produced by Rod Parsons, Judy McLaughlin and Roland Aylwin. During the next few issues the format of this Newsletter will follow a pattern whereby each unit within Treasury will report on developments in its particular area. We hope that this format is meaningful and helpful to you. Your comments and suggestions on any changes would be much appreciated.

TREASURY OPEN HOUSE

So you can better familiarize yourself with our services, we will be organizing three dates for an "OPEN HOUSE". The first one will take place on Wednesday, February 10, 1993 from 5:00 p.m. to 8:00 p.m.. The purpose of the "OPEN HOUSE" will be meet our users and listen to their needs in an informal setting. We hope to be seeing many of you soon. R.S.V.P. by calling Judy at 4938.

PAYROLL

On January 1, 1993 the Payroll Module of the new Human Resources Information System (ROSS) came into effect. You will notice that your pay stub is in a different format and if you have any inquiries please feel free to call Payroll at 4920. More information about ROSS will be published in future issues of our Newsletter.

BUDGET OFFICE

If we can be of any assistance in balancing your Operating Budget, do not hesitate to call Donna Hum at 4936 or Irvin Dudeck at 4939. We look forward to hearing from you.

RESEARCH & SPECIAL FUNDS

Inquiries concerning "Travel & Other Expense" reports should be directed to Michelina Trapid in Accounts Payable (local 4921). Please ensure that you have your report number, (found on page 3) available. Incidentally, it is adviseable to make a photocopy of your claim before sending it to Treasury.

Should you have an inquiry concerning an entry on your monthly reports, we would appreciate if you would proceed as follows: Photocopy your report and "highlight" the item(s) in question. Forward the inquiry to Treasury as follows: a) Research & Special Funds for research grants, agency & trust accounts; b) General Accounting for Operating Budget (C accounts); c) Capital Budget & Insurance Coordinator for Capital Budget (P accounts). Your inquiry will be investigated and a correction or clarification will be communicated to you.

ACCOUNTS PAYABLE

Having survived the first year with our new Financial System we would like to thank everyone for their patience and understanding. We are now in the process of reviewing our accounts. Any discrepancies will be adjusted. Should you have any questions please feel free to contact us at 4930.

GENERAL ACCOUNTING

Please make sure that your journal requests are properly approved and that the account numbers are correct and complete for both debits and credits. An updated Chart of Accounts will be distributed (2 copies to each department) by the end of January.

STUDENT ACCOUNTS

As of September 1992 we have moved to H-541. We can be reached at 4900. Due to reorganization of the department, an organizational chart is not available at this time. An updated chart and more news about Student Accounts will be forthcoming in later issues.

BITS & PIECES

We wish to take this opportunity to welcome Kelly Nolan to Treasury. Kelly is our new receptionist/secretary replacing Nancy Horowitz, who is now working in the Advancement Office. Welcome Kelly, Farewell and Thanks Nancy.

WRAP-UP

We hope you have enjoyed our first newsletter of 1993. This is our way of keeping everyone informed. Remember, we are just a phone call away. A reminder, most of the Treasury employees have an E-MAIL Address and the listing can be found at the front of the internal telephone directory.